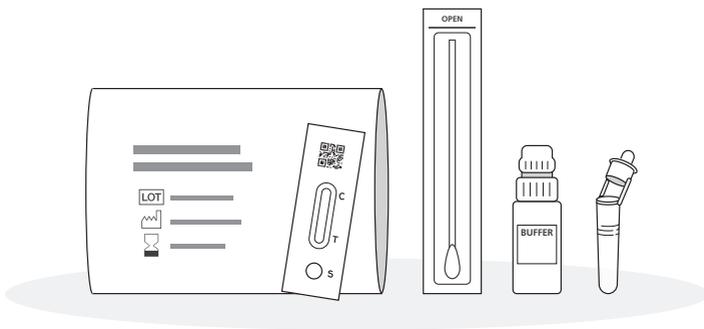




Read this whole guide carefully before you start the test.

Your step-by-step guide for COVID-19 self-testing for adult social care staff



Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.

This guide explains how to test yourself using a rapid lateral flow test for coronavirus (COVID-19), and report the results to the NHS.

You must complete the kit training and record this with your reporting manager before using any tests. Check the test kit's use-by date before using it.

About this test

Around 1 in 3 people with COVID-19 do not know they have it.

With regular self-testing we can slow the spread and help protect the most vulnerable in our families and communities.

This is a COVID-19 self-test kit, for use by trained operatives only. Use this self-test kit if you are asymptomatic (you do not have symptoms).

Advice

Coronavirus (COVID-19) guidance and help

If you have coronavirus (COVID-19) symptoms or have contracted coronavirus (COVID-19), please refer to NHS guidance online:

www.nhs.uk/conditions/coronavirus-COVID-19

If you have symptoms of coronavirus (COVID-19) and your condition gets worse, or you do not get better after 7 days, use the NHS 111 online coronavirus service www.111.nhs.uk. If you do not have internet access, call NHS **111**. For a medical emergency dial **999**.

Do not delay getting help if you are worried. Trust your instincts.

Additional guidance for managers

Social Care Managers are responsible for making sure that all their staff are following the guidance in this step-by-step guide for self-testing.

Important

Before you distribute any self-test rapid lateral flow test kits to staff, read this guidance in its entirety. Make sure you understand what is expected of staff with regard to self-testing. Make sure you have set up systems to share your unique UON with staff, track kit distribution, and staff results.

Tracking staff training

It is the manager's responsibility to ensure all staff within your care home who are required to self test have completed the required training and assessment(s) and have certification as evidence of this. The manager is responsible for storing these certificates safely.

Important

The boxes of rapid lateral flow test kits should not be split up. Each member of staff should be given a complete box.

Tracking kit distribution

You will need to ensure that each staff member receives a:

- box of rapid lateral flow test kits and
- single confirmatory PCR test

This PCR test should be used if the staff member gets a positive result on a rapid lateral flow test so that they can immediately complete a confirmatory test at home.

Note down the following info when handing out kits to your staff:

- Names of staff members who received kit.
- Date and time of kit distribution to staff.
- How many boxes of rapid lateral flow tests were given to each staff member.
- Lot number of the rapid lateral flow test box(es) given to each staff member. The lot number is found on the side of each box. It is 8 characters long: one letter followed by 7 numbers.
- How many confirmatory PCR test kits were given to each staff member.



Tracking staff results

When staff complete rapid lateral flow self-tests, managers will not automatically receive a copy of staff results by email or text. Managers must request this information from their staff directly. Make sure you have set up a system for staff to share their test results with you.

Once you have set up a system for results to be shared, make sure all staff are aware of the expectations for sharing their results before the first day of self-testing.

Any staff member who reports a positive rapid lateral flow test result should self-isolate immediately and complete a PCR test to confirm the positive result. Staff with a positive result should not come to work. You should distribute a confirmatory PCR test to staff with their rapid lateral flow test boxes. If they do not have a PCR test available at home, they should request one at [gov.uk/get-coronavirus-test](https://www.gov.uk/get-coronavirus-test)

Before you start



- 1 Visit the NHS training portal:
<https://go.tessello.co.uk/TestDeviceTraining/>

This online training is for assisted testing.

- 2 Set up an account or login

A) If you already have an account, login.

B) If you do not have an account, click on “Need to register?”.

When prompted enter the token: **3wkcVi4UTX**.

Enter your email address to set up an account. If you do not have your own email address, ask your manager if they can provide you with an email address you can use.

- 3 From the options ‘choose a device’, select **Innova SARS-CoV-2 Antigen Rapid Qualitative Test**.

4 Select Test Operative from the menu.

5 Select **How to process COVID-19 tests using the Innova Lateral Flow Device**. You will need to complete both the training and the assessment. The training will not be considered to be complete until you have completed all the relevant assessment(s) and obtained a certificate in each element as required. Present your training certificate to your Care Home Manager so that he/she can confirm training completion.

Important

You should only complete "How to process COVID-19 tests using the Innova Lateral Flow Device" at this time.

Some of the information and links in the training are more generalised for all users of rapid lateral flow tests in different settings. Use this step-by-step guide to follow staff-specific guidance carefully.

If you have already completed the Rapid Lateral Flow Test Process Training module, you do not need to complete it again. Please make sure you have shared your results with your manager.

What you need to do

It's very important you read the instructions and follow the steps in the correct order. Each test will take about 15 minutes to set up and results will be ready after a further 30 minutes.

Contents of this guide

Section	Title	Page
1	Prepare your test area and check test kit contents	10
2	Set up your test	12
3	Take your swab sample	14
4	Process the swab sample	15
5	Read your result	17
6	Report your result	20
7	Safely dispose of your test kit	21

Important

Store the test kit at room temperature or in a cool dry place (2°C to 30°C). Do not leave in direct sunlight and do not store in a fridge or freezer.

The kit should be used at room temperature (15°C to 30°C). If the kit has been stored in a cool area (less than 15°C), leave it at normal room temperature for 30 minutes before using.

Store the test kit away from children.

General guidance and warnings

You can only use each item in the test kit once. Do not re-use the items. You'll need to report each person's result. If you have problems with your hands or vision, you may need someone to assist you with the swabbing and testing process.

If you have a nose piercing, swab the other nostril. If pierced on both sides, remove the piercing on one side before swabbing. If you've had a nosebleed within the last 24 hours, swab the other nostril or wait 24 hours.

These kits are only designed for human use. By carefully following these instructions, you will ensure a reliable result is achieved.



Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.

Important

If there is a reason you cannot take a throat swab, for example you have a tracheostomy, instead swab both nostrils.

1. Prepare your test area and check test kit contents

You will also need:

- a watch (or a clock)
- tissues
- a mirror
- hand sanitiser or soap and warm water



1 Read this instruction guide carefully.



2 Clear, clean and dry a flat surface immediately before starting the test.



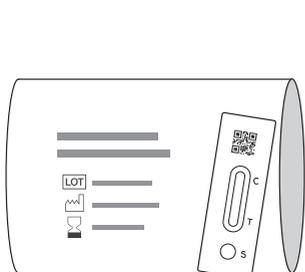
3 Wash your hands thoroughly for 20 seconds, using soap and warm water, or hand sanitiser. This is so that you do not contaminate the test kit. Now dry your hands.

If doing more than one test, clean the surface and wash your hands again between each test.

! WARNING

Do not use the test strip if the sealed packaging is damaged.

4 Check the test kit contents. Make sure that nothing is damaged or broken.



Test strip in sealed packaging



Swab inside sealed wrapper



Extraction buffer bottle



Extraction tube

Important

What to do if something is damaged, broken or missing

If you notice anything damaged, broken or missing, please do not use the test kit. You can give feedback by calling the customer contact centre.

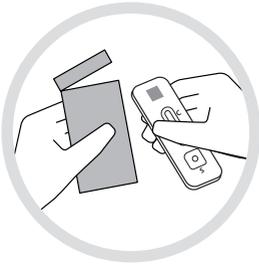
Lines are open every day, 7am to 11pm.

Call: **119** (free from mobiles and landlines).

We offer support in 200 languages as well as British Sign Language.

If you are harmed by a device, reporting it could help others. Please go to: coronavirus-yellowcard.mhra.gov.uk

2. Set up your test



- 5** Take the test strip out of the sealed packaging and place it onto the cleaned flat surface. Once opened, start the test within 30 minutes. Safely throw away the packaging in your household waste.



- 6** Make sure the extraction tube is placed securely. We suggest you use a small cup or test tube rack.



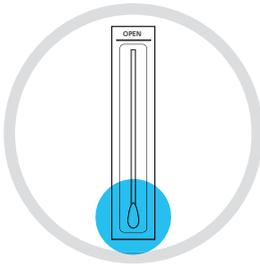
- 7** Put exactly 6 drops of the buffer extraction solution into the tube (without touching the edge of the tube).



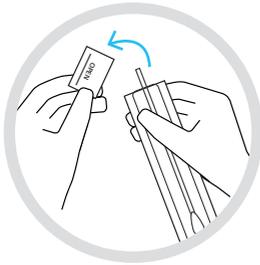
- 8** Gently blow your nose into a tissue and throw the tissue away in a bin, which should be closed in a work setting.



- 9** Wash your hands thoroughly again for 20 seconds using soap and warm water or hand sanitiser.



- 10** Find the swab in the sealed wrapper in front of you. Identify the soft, fabric tip of the swab.



- 11** Peel open the swab packaging only when you are ready to use and gently take out the swab. You'll use this for both throat and nose.

! WARNING

Never touch the soft, fabric tip of the swab with your hands.

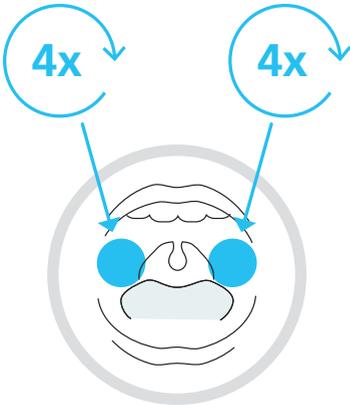
3. Take your swab sample

WARNING

Do not touch the tongue, teeth, cheeks, gums, or any other surfaces with the fabric tip of the swab. If it touches anything else, it may spoil your sample.

Never touch the fabric tip with your hands.

Swabbing may feel uncomfortable, do not insert swab any deeper if there is strong resistance or pain.

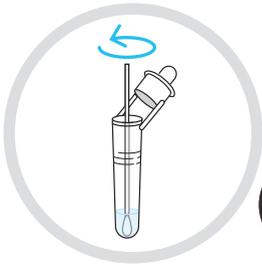


- 12** Holding the swab between your fingers, open your mouth wide and rub the fabric tip of the swab over both tonsils (or where they would have been). Do this with firm contact 4 times on each side (use a torch or a mirror to help you do this). Carefully remove the swab from the back of your throat.

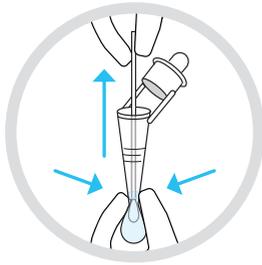


- 13** Put the same swab gently into 1 nostril until you feel a slight resistance (about 2.5cm up your nose). Roll the swab firmly around the inside of the nostril, making 10 complete circles.

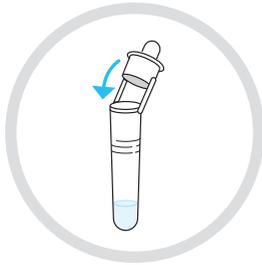
4. Process the swab sample



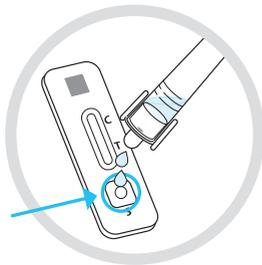
- 14** Pick up the extraction tube and place the fabric tip of the swab into the extraction tube so it is in the liquid. Press the tip against the edge of the extraction tube with force, while rotating it around the extraction tube for 10 seconds. This is to transfer your sample into the liquid.



- 15** Pinch the extraction tube against the swab as you remove it. Make sure you remove all liquid from the soft tip of the swab. Place the swab in the plastic waste bag provided.



- 16** Press the cap tightly on to the extraction tube to avoid any leaks.



- 17** Gently squeeze the extraction tube to place 2 drops of the liquid onto the specimen well (S) on the test strip. Make sure that you are dropping liquid and not an air bubble. Put the extraction tube in the plastic waste bag along with the swab.

Important

Do not leave the test to develop for longer than 30 minutes as this will make the result void.



- 18** Check the time and set a timer if you have one. Wait 30 minutes before you read your result.

Waiting the full 30-minute development time before you read your result is very important. A positive result can appear at any time after 20 minutes, however you must wait for the full 30 minutes to record a negative result as the test line (T) may take this long to appear. Do not leave the test to develop for longer than 30 minutes as this will make the result void.

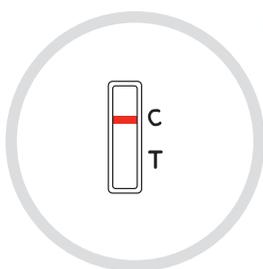
Find out how to read and report your result on the next page.

Important

Make sure you place the test strip on a flat and level surface. Do not move the strip during the test.

5. Read your result

You will see the control line (C) begin to appear after about 4 minutes.
You must wait 30 minutes before your result is ready.

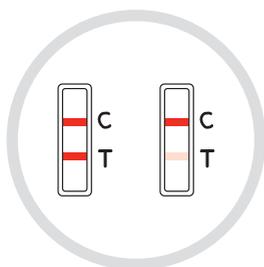


- Negative result

One line next to C shows the test is negative. If you get a negative result, it is likely that you were not infectious at the time the test was taken. A negative test result, however, is not a guarantee that you do not have coronavirus.

If you test negative, you must continue to follow national and local rules and guidelines including regular hand washing, social distancing and wearing a face mask, where required.

If you test negative, you must continue to wear appropriate PPE, including a face mask, gloves and apron, and continue to follow IPC measures in line with your agency's policy and in line with national policy. IPC measures remain important because the test is neither 100% sensitive nor 100% specific.



Positive result

Two lines, one next to C and one next to T, even faint lines, shows the test is positive. The positive line may be weak. Keep the test strip flat and avoid moving it too much.

If you get a positive result, it means you are currently likely infected with coronavirus and risk infecting others. You must report this test result to the NHS, please see **page 20** for guidance on how to do this. When you report your result, you will be provided with further information on the next steps to take.

Your results will be identified as a rapid lateral flow test (Lateral Flow Device) result on the test message you will receive.

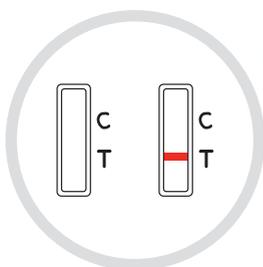
You must also report this test result immediately to your manager.

In the case of a positive rapid lateral flow test result, you will need to complete a PCR test to confirm the positive result. You must self-isolate while awaiting the results of this confirmatory PCR test. PCR test kits can be ordered at:

[gov.uk/get-coronavirus-test](https://www.gov.uk/get-coronavirus-test)

 **WARNING**

If your test result is positive, you and your household must self-isolate following government guidelines. You must not proceed with work.



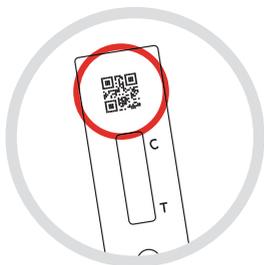
Void result

No lines or one line next to T means the test is void. If you receive a void result, you should continue to work as normal and undertake another rapid lateral flow test on the next day.

6. Report your result

Report your results to the NHS within 24 hours of testing

Report your result so the NHS can monitor the spread of the virus, support communities across the UK, combat the virus and save lives. It's important to report all results including positive, negative or voids, and the testing is not complete until you have done so. You can also find out more about the result and what you need to do.



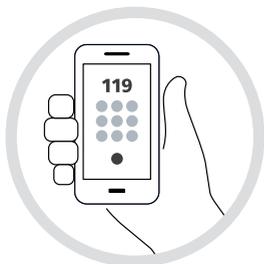
You need the QR code, or the ID number under it, on the test strip to report your result.



Report online (fastest)

Visit: www.gov.uk/report-covid19-result

If you live in Scotland visit: covidtest.scot

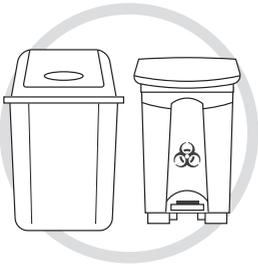


Report by telephone

Lines are open every day, 7am to 11pm.

England, Scotland, Wales and Northern Ireland:
119 (free from mobiles and landlines).

7. Safely dispose of your test kit



Once your test is complete, put all of the used test kit contents in your general household waste if taking the test at home, or clinical waste when testing in a work environment.

Make a note of your test results

This is for your own records. You must still report your result to the NHS.

Date	Time	Test result	

Manufacturer's information

Supply of this device is only permitted as part of the DHSC deployment under the NHS Test and Trace programme.



Manufacturer: Department of Health and Social Care, 39 Victoria Street, Westminster, London, SW1 0EU.



Store at
2-30°C



Sterilized
using ethylene
oxide



Manufacturer



Do not use
if package is
damaged



Lot number



Expiry date



In vitro
diagnostic
medical device



Keep dry



Keep away
from sunlight



Date of
manufacture



Do not re-use



Warning, please
refer to the
instructions



Consult
instructions
for use

All of the information and images in this document are correct as of October 2021.

Help and contact details

Get help if you're worried

Visit NHS 111 online at www.111.nhs.uk or call 111 if:

- you, or someone you live with, gets worse over the next few days or your symptoms do not get better after 7 days
- you're worried about a baby or child who is ill

Call 999 in a medical emergency, if:

- you think there's something seriously wrong
- the baby or child seems very unwell or is getting worse

Do not delay getting help if you're worried. Trust your instincts.

Visit www.111.nhs.uk/service/COVID-19 to check if you have coronavirus symptoms and find out what to do next.

Advice

Customer contact centre number

If you need help or have a complaint, call us:

England, Wales, Northern Ireland and Scotland: call **119** (free from mobiles and landlines)